

INFORMATION REGARDING TYPING CERTIFICATES

CRITERIA

The unaltered copy of your typing certificate MUST be submitted at the time of application.
Typing certificates must have been issued within the past two years and contain the following information:

1. The name of the applicant;
2. The date the typing skills test was administered;
3. The duration of the typing skills test (5 minutes minimum);
4. The gross words typed per minute;
5. The number of errors made (no more than 5 errors);
6. The net* words typed per minute; and
7. The name of the organization/agency and signature of the person administering the test.

The Typing Certificate must be obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification documentation in their normal course of business.

Typing Certificate obtained from the internet is NOT acceptable.

*Note: Net words per minute must be computed as follows:
Gross words per minute minus 2 words penalty for each error.

HOW TO SUBMIT

Copies of typing certificates that have been identified as being required in the recruitment announcement should be submitted immediately in order for your application to be accepted.

You may submit a copy of your unaltered typing certificate via: the "Attachment" section of the online application at the time of submittal; E-Mail to: processunitemail.fgg@sdcounty.ca.gov or in person at 5530 Overland Ave., Suite 210, San Diego, Ca. 92123.

TYPING REQUIREMENTS

The typing requirement may be different on each individual recruitment. A minimum typing speed of 30 net words per minute is required on some of the recruitments, and 50 or 60 net words on other recruitments. Please review each application for specific recruitment requirements.

COUNTY OF SAN DIEGO EMPLOYEES

If you are a County employee currently in a position that required the same typing requirement as the position(s) for which you are applying, you do NOT need to submit a typing certificate.

WHERE TO OBTAIN A TYPING CERTIFICATE

Typing certificates may be obtained at any of the following Adult Education Centers and Employment Agencies listed below:

Name	Address	Phone	Restart
Centre City	1400 Park Blvd., Rm. 203, San Diego	(619) 388-4600	continuous
Chula Vista Adult (Fee required)	1034 Fourth Avenue, Chula Vista	(619) 691-5760	closed until 10/6/14
Edu. Cultural Complex	4343 Oceanview Blvd., Rm. C-103, San Diego	(619) 388-4956	continuous
Foothills Adult (Fee required)	1550 Melody Lane, El Cajon	(619) 401-4122	closed until 10/6/14
Mid-City (San Diego)	3792 Fairmont Avenue, Rm.307&308-San Diego	(619) 388-4500	continuous
Montgomery Adult (Fee required)	3240 Palm Avenue, San Diego	(619) 628-3017	closed until 10/6/14
National City Adult (Fee required)	517 Mile of Cars Way, National City	(619) 336-9400	closed until 10/6/14
North City Center	8355 Aero Dr, Room 112, San Diego	(619) 388-1800	continuous
Escondido Adult Center (Fee required)	220 W Crest ,Escondido, Ca 92025	(760)739-7300	continuous
San Ysidro Adult (Fee required)	4220 Otay Mesa Road, San Ysidro	(619) 428-7200	closed until 10/6/14
West City Center	3249 Fordham Street, Rm. 207, San Diego	(619) 388-1873	continuous

(You will need a valid picture I D)